



PLANNER II

Department of Community Development & Planning

BASIC FUNCTIONS

Assists with the orderly economic development and growth of the Village according to the vision and direction of the Plan Commission, Community Development Authority and Village Board.

DUTIES AND RESPONSIBILITIES

- Provides assistance on various community development projects including TIF projects and TIF administration, long range planning, plan review, and recommendations regarding land use policy.
- Assists with reviewing development proposals including architectural/design review, compliance with Village codes and policy, rezoning applications, conditional use requests, and variances to Village standards, with follow-up monitoring to assure compliance.
- Assists in collecting, organizing, and analyzing data and statistics on various planning topics, and in formulating conclusions and recommendations.
- Assists with drafting assigned sections of written reports and studies, including community plans.
- Assists in updating municipal codes related to planning and development, including the zoning, subdivision, sign, and floodplain ordinances.
- Assists in the design, layout and construction of maps, charts, drawings and exhibits.
- Assists with preparation of materials for meetings of the Plan Commission, Zoning Board of Appeals, and other committees staffed by the Community Development & Planning Departments. Attendance at or participation in these meetings will be necessary on occasion, as requested by the Community Development Director.
- Assists with investigations of possible code violations, including those related to zoning, site development, landscaping, signs, and storm water management issues; work with the Building Inspector as necessary to assure compliance with approved plans, permits, and ordinances.
- Prepares, maintains and updates files, databases, maps and other records in support of Village planning activities.
- Assists in developing and maintaining a land use monitoring system with a computerized data base, providing record keeping correlated with other municipal data.
- Meets with Village officials, developers, citizens, and appropriate governmental agencies on development and planning issues.
- Responds in a timely manner to inquiries from the public, policy makers, developers, and government agencies regarding planning, development, and zoning issues and practices.

REQUIRED EXPERIENCE OR CERTIFICATIONS

- Graduation from an accredited university with a focus on urban planning, economic development, public administration or related field
- At least six months of progressively responsible experience in planning and economic development
- Certification through the American Institute of Certified Planners (AICP) is preferred.
- Equivalent combinations of training and experience will be considered.

REQUIRED SKILLS & ABILITIES:

- A valid State of Wisconsin Driver's License or have the ability to obtain upon employment
- Ability to exercise sound judgment
- Ability to display initiative
- Skills in diplomacy and interpersonal relations
- Ability to maintain effective working relationships with individuals within and outside the organization
- Ability to read, understand and process routine and complex information in written form
- Ability to evaluate and/or make independent decisions, with or without supervision
- Ability to organize individuals of diverse needs toward a common goal
- Skill in program administration
- Ability to make oral presentations to groups of various sizes and compositions
- Skill in problem solving, ranging from interpersonal conflicts to technical issues related to public governance, in order to develop realistic solutions and to recommend actions to prevent recurrence
- Thorough knowledge of the functions and organizations of municipal government and of the working of the Village Board
- Comprehensive knowledge of the general laws and administrative policies governing municipal financial practices and procedures of accounting and budgeting in government
- Ability to formulate and install appropriate accounting methods, procedures, form and records
- Ability to draft and manage agreements
- Strong financial skills including ability to project growth and long term financial impacts of developments
- Ability to interpret and draft complex agreements
- Proficiency in the following software programs: Adobe Photoshop and/or InDesign, ArcGIS and ArcMap, Microsoft Office and Adobe Pro.

HOURS OF WORK:

This is a salaried position based upon a minimum of 40-hours of work per week. The Planner II is expected at times to work and to attend some meetings outside the normal 8:00 am to 5:00 pm Village Hall schedule.

SALARY RANGE:

The anticipated salary for this position is \$45,000 - depending on education and experience.

TO APPLY:

Please submit a cover letter and resume to Village Administrator Kurt Wahlen via email (kwahlen@mtpleasantwi.gov). Position open until filled; applicants are encouraged to apply no later than 5:00 pm on Friday, March 11, 2016. The Village of Mount Pleasant is an Equal Opportunity Employer.